



General Conditions:

- Candidates having 3rd division/class/equivalent GPA or CGPA in any of the examinations are not eligible to apply.
- Candidate with foreign degree must have equivalence certificate from the University Grants Commission of Bangladesh and their degree and result must be equivalent as above.
- No affidavit in respect of age will be acceptable.
- Local candidate will be given higher preference for posting in Regional Offices.

Recruitment Criteria, Designation, General Conditions & number of Manpower (For 55 Main Branches of 64 Districts in Bangladesh) are as follows:

1) Junior Officer (JO), Deputy Junior Officer (ADC) for ADC Division.

No. of Posts: JO- 55 (fifty five), Deputy Junior Officer (ADC)- 51 (fifty one). **Total: 106 (one hundred six).**

Job location: anywhere in Bangladesh.

Academic Qualification for Junior Officer (JO) and Deputy Junior Officer (ADC):

Graduation degree from a reputed University. Having Masters Degree will be given higher preference.

Experience:

i) For JO:

- Minimum 03 (three) years banking experience with minimum 1 (one) year in the field of Merchant Acquisition and Management Unit/Retail Customer Inclusion Unit/Corporate Business Unit/ MIS Unit.
- Age not exceeding 32 years as on 30.11.2022.
- Age relaxation for highly experienced/qualified candidates.

ii) For Deputy Junior Officer (ADC):

- Minimum 02 (two) years banking experience with minimum 1 (one) year in the field of Merchant Acquisition and Management unit/Retail Customer Inclusion unit/Corporate Business unit/MIS unit.
- Age not exceeding 32 years as on 30.11.2022.
- Age relaxation for highly experienced/qualified candidates.

Responsibilities:

- Deploying, implementing and increasing ADC products, services and business to the existing and potential customers of the main Branch of the Districts.
- Achieving monthly and yearly target assigned by the Head Office & Regional Office.

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- No affidavit in respect of age will be acceptable.
- Local candidate(s) will be given higher preference for posting in the Branches of 64 Districts.

Special Conditions:

1. **Salary & remuneration:**

- (i) Selected candidates in the rank of Assistant General Manager/Senior Principal Officer/ Principal Officer will be given regular scale as per Bank's rules.
- (ii) Selected candidates in the rank of Senior Officer/Officer/Junior Officer/Deputy Junior Officer (ADC) will be given regular scale as per Bank's rules. After completion of 01 (one) year satisfactory service they will be confirmed in the service of the Bank.



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2. Selected candidates in the rank of **Senior Officer/Officer/Junior Officer/Deputy Junior Officer (ADC)** will have to give an undertaking that he/ she will serve in the Bank for a minimum period of 05 (five) years.
3. Any incorrect/fake information found later, will cancel the candidature.
4. All applications will be treated on merit and in strict confidentiality.
5. Excellent verbal, written and interpersonal communication skills in both Bangla and English.
6. Certificates of different examinations and experience submitted by the candidates to the Bank will be verified from the respective institutions and any discrepancy found in the documents will be severely dealt with.
7. Only short listed candidates will be called for written test/ interview. No TA/DA will be applicable for this purpose.
8. In-house candidates are not permitted to apply.
9. One candidate can apply for one post only.
10. Management of the Bank reserves the right to reject any or all applications without assigning any reason whatsoever.
11. To avoid possible inconvenience due to server congestion, please apply well ahead of the deadline.

Apply Instructions:

Interested candidates who fulfill the requirements should apply **on-line**, link:<https://www.pubalibangla.com/career.asp> with scanned passport size recent colored photograph & Signature. After filling up the online application, the applicant will receive an Applicant Identification Number. The closing date for submission of application is **by 6:00 p.m. of 31 December 2022.**



[Handwritten Signature]